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ABSTRACT	<p>The guide is an introduction to volunteer management. It works through the sequence of tasks, which would be typical when involving volunteers for the first time. It starts with a volunteer plan and then looks at putting together policies and procedures, recruiting and selecting volunteers, training, day-to-day management of volunteers and dealing with problems that may arise on an on-going basis.</p> <p>The guide provides information on good practices for the wide range of voluntary and statutory organizations that involve volunteers in their work. The material included in the guide can be adapted by individual organizations to help them develop volunteer policies suited their needs.</p>
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